

**UNITED STATES COURT OF APPEALS
SECOND CIRCUIT**

Vacancy Announcement

Position Title: Director of Legal Affairs (Senior Staff Attorney)
Opening Date: May 6, 2013
Closing Date: June 28, 2013 or until filled
Salary Range: JSP-16 to JSP-17 (\$150,402 to \$165,300) depending on qualifications

The United States Court of Appeals for the Second Circuit in New York, New York is accepting applications for the position of **Director of Legal Affairs (Senior Staff Attorney)**. We require a letter of application; a resume outlining education background, employment and salary history and other relevant information; a list of three professional references; and a writing sample of no more than five (5) pages. Five copies of these materials on three-hole punched paper should be submitted by **June 28, 2013** (or until the position is filled) to:

Ms. Evelyn Ortiz
Director of Human Resources
Second Circuit
Thurgood Marshall U.S. Courthouse
40 Foley Square, Room 1405
New York, New York 10007
Reference No.: FY 13-03

About the Office of Legal Affairs: The Office of Legal Affairs is composed of the Staff Attorney's Office ("SAO"), a central legal staff that serves the Court of Appeals as a whole rather than individual judges; and the Office of Staff Counsel, also known as the Civil Appeals Management Program ("CAMP"), an administrative unit that holds conferences before briefing in civil counseled appeals in order to refine issues or find an amicable resolution of the case at the outset of the appellate process.

The SAO has approximately thirty-six attorneys, including six career attorney supervisors and thirty staff attorneys who serve staggered two-year terms. CAMP has two senior attorneys and three administrative personnel.

The principal task of the SAO is to assist in the disposition of appeals through the preparation of legal memoranda. The types of cases handled by the staff attorneys include (1) all *pro se* appeals, including collateral attacks on criminal convictions by state and federal prisoners and civil rights suits under 42 U.S.C. §1983; (2) petitions for review from orders of the Board of Immigration Appeals; (3) all civil and criminal counseled motions; (4) all civil and criminal procedural motions, including *in forma pauperis* status, certificates of appealability for 28 U.S.C.

§§ 2254 and 2255 appeals and motions to appoint, withdraw or substitute counsel; (5) Anders motions; (6) judicial conduct and attorney misconduct complaints; (7) social security appeals; and (8) other legal research matters assigned by the Chief Judge or the Court's Legal Affairs Committee.

Position Overview: The Director of Legal Affairs (Senior Staff Attorney) is an executive position appointed by the Court of Appeals pursuant to 28 U.S.C. § 715. The Director oversees the SAO and CAMP, including personnel management, travel and training budgeting, records management, staff training, statistical reporting, and legal research and memoranda produced by the legal staff. The Director also evaluates and advises the Court of Appeals concerning candidates for the Court's Criminal Justice Act ("CJA") and Pro Bono Attorney panels.

Required Qualifications: Applicants must possess (1) a Juris Doctor degree from an ABA-approved law school; (2) membership in good standing in the bar of a state, or of a territorial or federal court of general jurisdiction; (3) expertise in federal appellate, civil and criminal procedure as well as a firm grasp of constitutional law; and (4) at least ten years of post-law school experience, including three years of federal court experience and at least five years of executive management responsibility. Qualified applicants also will possess excellent academic credentials, superior analytic, research and writing skills, outstanding written and oral communication abilities, strong interpersonal skills and a demonstrated ability to manage professional staff.

Conditions of Employment: The selected candidate will be subject to a full F.B.I. background investigation, and appointment depends on a favorable suitability determination. An initial ten-year background check will be updated every five years. All employees of the federal judiciary are "at will" employees and are required to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. The position is subject to mandatory electronic funds transfer for the payment of salary. All applicants must be citizens of the United States or be eligible to work in the United States.

THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS